



## The PPR Timeline FY 2006 - 2007

- **WHAT DO I NEED TO DO BEFORE THE FY 06-07 CYCLE STARTS?**
  - All PPR ratings for FY 05-06 must be completed between May 1 – June 30. Completion includes the review/approval by the DOTD Reviewer and the face-to-face discussion between the rating supervisor and the employee.
  - All PPR rating forms must be submitted to either the appropriate District HR or Headquarters HR office by July 5, 2006.
  - District HR Offices should complete data entry into ISIS HR System no later than July 21, 2006.
- **WHEN ARE THE NEW PPR PLANNINGS DUE FOR FY 06-07?** By **July 14, 2006**, supervisors will prepare/complete PPR planning/goal setting sessions with all current employees. Rating period is 7/1/06-6/30/07; district/section goals should be attached to PPR form; reviewer still needs to review/approve prior to issuance to employee.
- **HOW ABOUT NEW HIRES/NEW APPOINTMENTS?** As we have always done, PPR planning must be conducted **within 30 days** after a new hire—restricted, provisional, probational, job appointment, transfer from another agency, etc., and when a DOTD employee moves into a new position through promotion, detail, demotion, reassignment, etc. Rating period begins on the date of appointment and **ends on the following June 30**.

**EXCEPTION:** Hires/appointments that occur between **April 1-June 30** of any year-- planning will not be done within 30 days; conduct at same time as all other employees after you establish your district/section goals; rating period ends 6/30 of next calendar year.
- **WHAT HAPPENS IN JANUARY 2007?** Unofficial, mid-year progress review; each rating supervisor must meet with subordinates (face-to-face discussion) to review/discuss performance thus far in the rating period; no form completed; document meeting in productivity files.
- **WHEN ARE RATINGS DUE FOR FY 06/07?** Must be completed on or before **June 30, 2007**; rating supervisors will begin to prepare in May, district

administrators/section heads will establish internal deadlines in order to complete PPR reviewer process and issue official rating by June 30. All PPR Ratings must be submitted to District or HQ HR for data entry July 5, 2007.

- **WHAT ABOUT MERIT INCREASES DURING 7/1/06-6/30/07?** Eligibility for merit increase will be based on employee's official rating for the period ending June 30, 2006.

**EXCEPTION:** For employees with anniversary dates **May 1 through June 30, 2007**, merit eligibility is based on PPR rating for the period ending 6/30/07.

- **WHAT ABOUT RE-RATINGS?** Employees who receive "NI" or "Poor" ratings for period ending 6/30/06 must be re-rated between **October 31-December 30, 2006**. By **January 30, 2007**, a new planning session must be completed, with the rating period ending on June 30, 2007.
- **WHAT ABOUT EMPLOYEE REQUESTS FOR PPR REVIEWS?** Deadline for employee to request a review of 6/30 PPR rating is **July 15**; to request a review of a re-rating: **January 14**. These dates will be the same every year.